



REQUEST FOR/ NOTIFICATION OF LEAVE & TERMINATION

Annual Leave Procedure

- Complete this application for leave form filling in staff and leave details. You should only request payment of hours that you would normally get paid if you were not on holidays.
- Submit your form at least 4 weeks prior to commencement of Annual Leave.
- Sign the form and submit it to your departmental manager.

Sick Leave Procedure

- Complete this application for form filling in staff and leave details. You should only request payment of hours that you would normally get paid had you not been sick.
- Submit your form and doctors certificate covering all relevant dates, on the first day back at work.
- Sign the form and submit it to your departmental manager.

Termination

- Complete this form filling n staff and termination details. All monies owing to you will be paid the pay proceeding your last shift.
- Submit to your manager with as much notice as possible

STAFF DETAILS	Employee Name;	
	Known as;	
	Phone number	
	Email address;	
	Where do you normally work?	<input type="checkbox"/> Beach <input type="checkbox"/> Wharf <input type="checkbox"/> Markets

LEAVE DETAILS	Type of leave;	<input type="checkbox"/> annual <input type="checkbox"/> sick <input type="checkbox"/> bereavement <input type="checkbox"/> compassionate
	Date of 1 st day of leave;	
	Date of last day of leave;	
	1 st day back at work after leave;	
	Number of rostered days you would normally work during this time;	
	Number of working hours requested payment for;	

TERMINATION	Last day of work;	
	Do you require tax summary now?	
	Do you need a statement of employment?	

NB the submitting of this form does not constitute approval of leave. This form is for administrative purposes

Employee Signature _____ Date _____
 Manager Signature _____ Date _____